

The following are "unofficial minutes", subject to change at the next meeting.

## BOARD OF PEMBINA COUNTY COMMISSIONERS PROCEEDINGS

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July 7, 2015

9:00 AM

Board of Pembina County Commissioners met at 9:00 AM in the Commissioners Meeting Room of the Courthouse with the following members present: Gary Nilsson, Laverne Doyle, Nick Rutherford, Hugh Ralston and Hetty Walker.

Chairman Walker called the meeting to order.

Motion made by Nick Rutherford and seconded by Laverne Doyle to approve the June 16, 2015 Commission minutes as presented. All voting in favor; motion carried.

Pledge of Assets and List of Depositories was presented to the board. Motion made by Gary Nilsson to approve the Pledge of Assets and List of Depositories; seconded by Hugh Ralston. All voting in favor; motion carried.

Pembina County Water Board minutes of 5/12/2015, 6/2/2015, and 6/16/2015 were reviewed.

Commission was informed of the North Dakota County Commissioners Association's request for nominations for the Standing Committees. Commissioner Walker is interested in serving on the Finance & Audit Committee. Commissioner Walker's information will be sent to Duane Johnston, NDCCA President.

Drainage permit request received from William Wagner to clean the first ¼ mile east of the intersection of County Road 55 and 147<sup>th</sup> Ave in the NE ¼ NE ¼ of Section 9 and the NW ¼ NW ¼ of Section 10 of Neche Township. Troy Kittelson, Highway Supervisor, approved the request. Motion made by Gary Nilsson and seconded by Laverne Doyle to authorize the Chairman to sign the request as presented. All voting in favor; motion carried.

Drainage permit request received from William Wagner to clean the ditch on the north side of County Road 55 in the SW ¼ SW ¼ of Section 3 and the SE ¼ SE ¼ of Section 4 of Neche Township. Troy Kittelson, Highway Supervisor, approved the request. Motion made by Gary Nilsson and seconded by Laverne Doyle to authorize the Chairman to sign the request as presented. All voting in favor; motion carried.

Flowage easement application received from John Page to drain tile the field along County Road 12 in Section 2 of Akra Township. A drain tile permit is required per the Water Board. Motion made by Hugh Ralston and seconded by Gary Nilsson to approve the application as presented. All voting in favor; motion carried.

Casey Krieg and Penny Karel, Deputy Clerk/Recorders, Eric Gauthier, Veteran's Service Officer, Missy Morden, District Court, Kelly Cluchie, Maintenance, Rachel Ramsay, Public Health and Ryan Bialas, State's Attorney, met to discuss their concerns with the postal machine. Penny Karel updated the Commission on the disruption that is caused by the postage machine due to the noise created when operating and would appreciate it if a dedicated space could be found for the postage machine, fax and inter-office mailboxes. Discussion followed on possible locations for the postage machine that would eliminate disruptions to offices. A decision was made to move the postage machine to the reception area of the Recorder's Office. Kelly and the highway department employees will enclose the reception area to make a separate mail/equipment room.

Andrew Kirking, Emergency Manager, presented a Mutual Aid Agreement between Grand Forks County and Pembina County to share equipment during emergency situations. Motion made by Gary Nilsson and seconded by Laverne Doyle to authorize the Chairman to sign the agreement as presented. Discussion followed on the advantages of the Mutual Aid Agreement. All voting in favor; motion carried.

Andrew discussed an opportunity he received to participate in EMT training program. Andrew requested the Commission allow him to be flexible with his work schedule so he can participate in the program. Andrew has informed the EMT Council that the Emergency Manager position would be his first priority and he may not be available at all times. Commission agreed to allow Andrew this opportunity as long as it does not interfere with his Emergency Manager position. Andrew also discussed a program called Team Rubicon, which responds to natural disasters worldwide, that he is interested in participating in. Commission requested further information prior to making a decision. Andrew will bring additional information for Commission review.

Troy Kittelson, Highway Supervisor, presented a quote for a plow truck he is purchasing off the state bid listing. Additional equipment will need to be added to the vehicle. Troy updated the Commission on the progress on summer projects. Discussion followed on roadside mowing.

Motion made by Gary Nilsson and seconded by Hugh Ralston to approve the consent agenda, of claims and the June payroll, as presented. All voting in favor; motion carried.

Commission discussed nominations for the Excellence in County Government Awards, sponsored by the North Dakota Association of Counties. Motion made by Hugh Ralston and seconded by Gary Nilsson to nominate Monica Brusseau in the County Employee category. All voting in favor; motion carried.

Motion made by Hugh Ralston and seconded by Laverne Doyle to adjourn the meeting. All voting in favor; motion carried. Meeting was adjourned at 11:30AM.